

RESOLUTION R2023-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, AMENDING THE CITY CLASSIFICATION PLAN BY ADOPTING THE NEW CLASSIFICATION SPECIFICATION AND SALARY RANGE FOR ECONOMIC DEVELOPMENT PROGRAM COORDINATOR AND DELETING THE CLASSIFICATION SPECIFICATIONS FOR DEVELOPMENT PROJECT COORDINATOR AND SENIOR DEVELOPMENT PROJECT COORDINATOR; AND AMENDING THE BUDGET STAFFING PLAN BY ADDING TWO (2) ECONOMIC DEVELOPMENT PROGRAM COORDINATOR POSITIONS, AND DELETING ONE (1) DEVELOPMENT PROJECT COORDINATOR POSITION AND ONE (1) SENIOR DEVELOPMENT PROJECT COORDINATOR POSITION

WHEREAS, the Human Resources Department and Community Development Department assessed the needs of the department, and determined it was necessary to add the Economic Development Program Coordinator classification specification; and

WHEREAS, staff in the Human Resources Department reviewed the duties to be performed and recommend adopting the classification specification and salary range to reflect the duties to be performed and the salary updates based on internal and external comparators; and

WHEREAS, the Budget Staffing Plan for the Community Development Department will require a corresponding change to reflect the addition of two (2) Economic Development Program Coordinators, and deletion of one (1) Development Project Coordinator and one (1) Senior Development Project Coordinator; and

WHEREAS, the employee bargaining group was provided an opportunity to review and provide input on the recommendations; and

WHEREAS, the Civil Service Commission is scheduled to hear this item regarding the new classification specification at their regular meeting on May 15, 2023, and staff's recommendation to Commission is they approve the changes and recommend to Council; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

ATTACHMENT 1

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.

2. The City Council hereby approves amendments to the City Classification Plan by: (a) approving the classification specification for the class of Economic Development Program Coordinator (as described on Exhibit "A," attached hereto, and incorporated herein by reference) and deleting the "Development Project Coordinator" and "Senior Development Project Coordinator" classification specifications, and (b) approving the Economic Development Program Coordinator salary range of Step 1 - \$118,487.67 to Step 5 - \$143,135.27. The effective date of the classification addition, classification deletions, and salary range shall be the first day of the pay period following City Council approval.

3. The City Council hereby amends the Budget Staffing Plan for the Community Development Department to reflect the addition of two (2) Economic Development Program Coordinators, and deletion of one (1) Development Project Coordinator and one (1) Senior Development Project Coordinator. The effective date of the change to the Budget Staffing Plan shall be the first day of the pay period following City Council approval.

4. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 16th day of May, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____

Tiffany Carranza
City Clerk

Approved as to form:

Michael W. Barrett
City Attorney